

HARYANA GOVERNMENT

DEVELOPMENT

AND

PANCHAYATS DEPARTMENT

**HARYANA PACHAYATI RAJ
RULES, 1995**

(As amended upto the January 31st, 2002)

HARYANA GOVERNMENT
DEVELOPMENT AND PANCHAYATS DEPARTMENT

Notification
The 16th February, 1995

No.G.S.R.17/HA11/94/209/95-In exercise of the powers conferred by sub-sections (1) and (2) of section 209 of the Haryana Panchayati Raj Act,1994 (Haryana Act 11 of 1994) and with reference to Haryana Government, development and Panchayats Department, Notificaion No.G.S.R.17/HA11/94/S.209/95, dated the 18th January, 1995, and all other powers enabling him in this behalf, the Governer of Haryana hereby makes the following rules, namely:-

1. These rules may be called the Haryana Panchayati Raj Rules, 1995. Short title,
2. In these rules, unless the context otherwise requires:- Definitions.

- (i) "Act" means the Haryana Panchayati Raj Act, 1994;
(ii) "day" means a calendar day beginning and ending at mid-night;
(iii) "dues" means an amount recoverable under the Act including Penalty and fines except in criminal cases;
(iv) "Examines" means the ¹[Director, Local Audit], Haryana;
(v) "fees" means the fees payable under the Act;
(vi) "Form" means a form appended to these rules;
(vii) "house" includes courtyard whether walled or not;
(viii) "Motion" means a proposal made by a Panch, Sarpanch or member for the consideration of Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, and includes a resolution and an amendment to a motion;
(ix) "Person" includes any company or association or body of individuals whether incorporated or not;
(x) "Property" means lands, movable and immovable properly belonging to, vested in, or under the management of a, Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be,
(xi) "Registrar" and sub-Registrar means the officer appointed with that designation under the Registration Act, 1980;
(xii) "Schedule" means a schedule appended to these rules;
(xiii) "Section" means the section of the Act;
(xiv) "Suit" means a suit by or against or affecting a Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, or an officer of Gram Panchayat, Panchayat Samiti or Zila Parishad, in his official capacity or which is brought or defended by such officer at the expense of Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, and includes an appeal, an application for revision or execution of decree and any civil or judicial proceeding in which the Gram Panchayat, Panchayat Samiti or Zila Parishad or an officer in his official capacity, is a party or has any interest;
(xv) "Year" means the financial year commencing from 1st of April and ending on 31st of march following; and
(xvi) Words and expression used but not defined in these rules shall have the meanings assigned to them in the Act.

Administration
of oath of
allegiance.
Section 4

3. Unless the Government otherwise directs, the oath under section 4 shall be administered by the Block Development and Panchayat Officer to the Panches and Sarpanch, by the sub-divisional Officer (Civil) to the members of Panchayat Samiti, Chairman and Vice-Chairman and by the Deputy Commissioner to the members of the Zila Parishad, President and Vice-President.

Meetings and
conduct of
business of
Gram Sabha
Section 11.

4. (1) Whenever, a vacancy occurs in a Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, it shall be brought to the notice of State Election Commissioner and concerned District Election Officer (Panchayat)

immediately by Block Development and Panchayat Officer concerned in case of Gram Panchayat by the Executive Officer in case of Gram Panchayat by the Executive Officer in case of Panchayat Samiti and by the Chief Executive Officer in case of Zila Parishad respectively. The vacancy shall be filled in accordance with the provisions of the Act and rules made thereunder.

4. ²[(2) * * * * *]
¹[(1) The General meeting of a Gram Sabha one during the period commencing on the 15th day of May and ending day of June and the other during the period commencing on the 15th day of November, and ending with the 15th day of December shall be held each year in the sabha area at a public place. The time and the date of the general meeting shall be fixed by Block Development and Panchayat Officer. The extraordinary general meetings of a Gram Sabha shall be held in the sabha area at a public place. The time and date of extraordinary general meeting shall be fixed by the sarpanch.]
- (2) A notice of at least fifteen clear days shall be given to the members of the Gram Sabha for holding a general meeting of the Gram Sabha.
- (3)(a) A notice of an ordinary general meeting of Gram Sabha shall state the nature of business to be transacted at the meeting.
- (b) A requisition for calling an extraordinary general meeting of a Gram Sabha and also a notice of such meeting shall state the purpose for which the meeting is being called.
- (4) A notice of a meeting of a Gram Sabha shall be published- -
- (a) by affixing it at the office of the Gram Panchayat and other conspicuous places in the sabha area; and
- (b) by making an announcement by beat of drum in the sabha area on the day of issue of the notice under sub-rule(2) and also on the day proceeding the meeting :

Providing that when a meeting has been called by the Block Development and Panchayat Officer a copy of the notice shall be affixed at the office of the Block Development and Panchayat Officer.

- (5) Any member of a Gram Sabha who desires to bring forward any resolution or wishes to ask any question at any meeting of the Gram Sabha shall give notice to do so the sarpanch, at least seven days before the meeting:

Provided that the Sarpanch may in his discretion, permit any question or the discussion of a resolution or transaction of any business for which no previous notice has been given.

- (6) No subject once finally disposed of by a Gram Sabha shall be reconsidered within three months of its disposal by the Gram Sabha.
- (7) (a) The Sarpanch may disallow the moving of discussion of any resolution or opposition which he considers to be beyond the scope of the Gram Sabha and in doing so, he shall record his reasons in writing.
- (b) All resolutions not disallowed by the Sarpanch shall be discussed and passed by a majority vote.
- (8) On receipt of notices, referred to in sub-rule(5), the Sarpanch shall have the answers prepared to the questions received and collect all relevant information pertaining to subjects proposed to be discussed in the meeting.
- (9) (a) At the next meeting of the Gram Sabha, the Sarpanch or with his permission a Panch shall read answers to the questions duly received before the meeting.

¹ Sub Vide Notification No. G.S.R. 70 /HA 11/94/ S.209/2000, dt.19-10-2000.

² Omitted by *ibid*.

- (b) A member of a Gram Sabha putting a question may withdraw the same at any time before the answer's read out at the meeting but in any such case, the question shall be expunged from the minutes.
- (c) If a member of the Gram Sabha, who has given due notice of any question, has not withdrawn it before the meeting is held, and is not present at the meeting, the Sarpanch may allow the question and answer to the same to be read.
- (10) (i) The order of business at every general meeting of a Gram Sabha may be, as under:-
- (a) Proceedings of the previous meeting to be read out by the Sarpanch;
 - (b) Report of action taken by the Gram Panchayat on previous discussions of the Gram Sabha;
 - (c) Important decisions of the Gram Panchayat after the last ordinary/general meeting to be read out by the Sarpanch;
 - (d) Questions and resolution by members of the Gram Sabha;
 - (e) Statement of income and expenditure to be read out item by item;
 - (f) Audit report and reply thereto;
 - (g) Consideration of budget prepared by the Gram Panchayat and formulation of future development programme;
 - (h) Any other item which may be raised with the permission of the Sarpanch.
- (ii) If it is not possible to complete all the items on the agenda on date fixed, the meeting may be continued on any subsequent day.
- (11) The proceedings of every meeting of a Gram Sabha shall be recorded in Hindi, in the proceeding Book and signed or thumb marked by the Sarpanch and all members of Gram Sabha present in the meeting.
- (12) It shall be the duty of the Sarpanch to regulate the conduct of business at a Gram Sabha meeting and to preserve order. If any member of the Gram Sabha disobeys the authority of the Sarpanch or is guilty of obstructive or offensive conduct during the meeting the Sarpanch may ask him to behave properly and on his failure to do so, direct him to withdraw from the meeting.
- (13) If a general meeting or extraordinary general meeting is called under sub-section (5) of section 11, the person presiding at such meeting shall be deemed to be "Sarpanch" for the purpose of this rule.

MEETING OF GRAM PANCHAYAT, PANCHAYAT SAMITI AND ZILA PARISHAD

- 6.(1) No meeting of a Gram Panchayat shall be held unless a notice of at least three clear days intimating the day, time and place of the meeting and the business to be transacted at the meeting, is given to the Panches and Sarpanch. Such notice shall also be pasted at the office of the Gram Panchayat:
- Time and place of meeting and conduct of business of a Gram Panchayat.
Section 13.
- Provided that in an emergency, for reasons to be stated in writing, meeting may be called by the Sarpanch at a shorter notice.
- (2) For purpose of provision to sub-section (1) of section 13, the concerned Block Development and Panchayat Officer shall be the Prescribed authority.
 - (3) The notice and agenda of a meeting of the Gram Panchayat shall be sent by the Gram Sachiv concerned and he shall attend the meeting and if possible, make suggestions on items relating to development work.
 - (4) The names of the Panches at each meeting shall be entered in the proceeding Book of the Gram Panchayat. If a Panch leaves the meeting before it is over, the fact shall be so recorded in the proceedings at the stages at which he leaves the meeting.

- (5) The proceeding of a meeting shall be recorded as each item is disposed of by the Gram Panchayat. If a resolution has been passed unanimously the fact shall be so recorded. In other cases the names of the Sarpanch and Panches who vote for or against the resolution, shall be recorded against each resolution.
- (6) The order of the business as laid down in clause (i) of sub-rule (10) of rule 5 may, as far as applicable, apply to the business to be transacted at a meeting of a Gram Panchayat.
- (7) The proceedings of Gram Panchayat meeting shall be recorded in Hindi, in the proceedings Book maintained for this purpose.
- 7.(1) All the meeting of the Panchayat Samiti shall be held in the office of Panchayat Samiti only.
- (2) The agenda of meeting Panchayat Samiti shall be prepared by the Executive Officer in consultation with the chairman. The notice and agenda of meeting of Panchayat Samiti shall be sent by the Executive Officer through registered letter acknowledgement due at ordinary place of residence of members and through other expedient manners deemed fit.
- (3) The proceedings of the meeting shall be recorded in the proceeding books as each item is disposed of by the Panchayat Samiti. If a resolution has been passed unanimously the fact shall be so recorded. In other cases the names of the members including Chairman and Vice-Chairman who vote for or against the resolution shall be recorded against each resolution.
- (4) The order of business shall be prepared in the following manner:-
- (i) Questions;
- (ii) papers to be laid on the table of the Panchayat Samiti for the first time;
- Note:- No discussions is to be allowed on these papers on the day they are laid on the table.
- (iii) Any motion regarding change of order of business;
- (iv) Appointment of members of committee;
- (v) Matters relating to urgent official business brought forward by the presiding Authority;
- (vi) Proceedings of standing Committees;
- (vii) Report of Committees;
- (viii) Resolutions;
- (ix) Other official business.
- (5) The proceeding of the Panchayat Samiti shall be recorded in Hindi.
- (6) A copy every resolution passed by the Panchayat Samiti shall be forwarded, in addition to the Deputy Commissioner, to the Chief Executive Officer concerned within 3 days from the date of meeting.
8. The provisions of rules 7 for the time, place and conduct of the business of Panchayat Samiti shall, mutandis, apply for the business of Zila Parishad.
- 9.(1) Every Gram Panchayat, Panchayat Samiti and Zila Parishad shall maintain an attendance register in Form V showing the names of Sarpanch, Panches, Members, Chairman, Vice-Chairman, President and Vice-President, as the case may be, with date and description of the meeting. Every one of them attending the meeting shall put down/affix his initial or thumb mark in the column against his name in the said register before the beginning of the meeting. Any such person not present shall be marked absent by the presiding authority of the meeting unless he is on leave. In such situation, this fact shall be so recorded.
- (2) All the meetings of Gram Panchayat, Panchayat Samiti and Zila Parishad, as the case may be, shall be open to public:
Provided that the presiding authority may, or or at the request of majority of members present, shall in any particular case, for the reasons to be recorded in the proceedings book, direct the public in general or any particular person to withdrawn.
- Time and place of meeting and conduct of business of a Panchayat Samiti. Section 66.
- Time and place of meeting and conduct of business of a Zila Parishad. Section 126.
- General Provisions applicable to meeting of Gram Panchayat, Panchayat Samiti and Zila Parishad. Sections 13,16,and 126

- (3) If, within an hour after the time appointed for a meeting, there is no quorum, the meeting shall stand adjourned, unless all the members present agree to wait longer.
- (4) No member including panches shall take part in the discussion of or vote on any question, coming up for consideration at a meeting, if the question is one, in which apart from its general application to the public, he has any direct or indirect pecuniary interest:

Provided that the presiding authority may prohibit any member/ panch from voting on or taking part in the discussion of any question, in which he believes such member/panch to have such pecuniary interest or he may require such member/panch to absent himself during the discussion:

Provided further that such member/panch may challenge the decision of the presiding authority, who shall thereupon put the question in the meeting and the decision of the meeting shall be final.

- (5) If the presiding authority is believed by any member/panch present at the meeting to have any direct or indirect pecuniary interest in any subject under discussion, the presiding authority may, if a motion to that effect is carried, be required to absent himself from the meeting during such discussion.
- (6) The member concerned shall not be entitled to vote on the question referred to in second provision to sub-rule (4) of rule 9 and the presiding authority shall not be entitled to vote on the motion referred to in sub-rule (5).
- (7) The presiding authority may, in case of grave disorder arising in the meeting, suspend any sitting for a time to be specified by him.
- (8) The presiding authority shall reserve order and shall have all powers necessary for the purpose of enforcing its decisions.
- (9) (i) A Panch, sarpanch or member, while speaking, shall not:-
 - (a) Comment on any matter on which a judicial decision is pending;
 - (b) make a personal charge against a Panch, member or sarpanch;
 - (c) use offensive expressions about the conduct of proceedings of parliament, or of the legislature of any state, or of any other Gram Panchayat, Panchayat Samiti, or Zila Parishad;
 - (d) utter defamatory words; or
 - (e) use his rights of his speech for the purpose of obstructing business of the Gram Panchayat, Panchayat Samiti, or Zila Parishad, as the case may be.
- (ii) No member shall speak more than once on a motion or resolution:
Provided that the panch or member who moves a resolution or motion shall have the right to reply.
- (10) No speech shall, except with the permission of the presiding authority, exceed ten minutes in duration:
Provided that the member of the Panchayat Samiti, or Zila Parishad as the case may be, who moves a resolution may speak for fifteen minutes in moving the same.
- (11) The presiding authority Gram Panchayat, Panchayat Samiti, or Zila Parishad, as the case may be, may in case of grave disorder arising in the meeting, suspend any sitting for a time to be specified by him.
- (12) The presiding authority Gram Panchayat, Panchayat Samiti, or Zila Parishad, as the case may be, shall preserve order and shall have all powers necessary for the purpose of enforcing its decisions.
- (13)(i) The member shall sit in such order as the presiding authority may fix and shall speak only from their places.
- (ii) A member desiring to speak on any matter before the Panchayat Samiti, or Zila Parishad, as the case may be, shall rise from his place but shall not speak before the presiding authority calls name of the speaker, whereupon he shall address the presiding authority. If two or more

members rise simultaneously to speak, the presiding authority shall call the members who first caught its eye to speak first. The other member or members shall immediately resume their seats, if at any time, the presiding authority rises in its seat, any member speaking shall resume his seat.

- (iii) When a member is called to order by the presiding authority, he shall immediately sit down.
- (14) (a) A member is guilty of breach of order, if he:-
- (i) uses objectionable or offensive words and refuse to withdraw or offer any apology;
 - (ii) willfully disturb the peaceful and orderly conduct of the meeting;
 - (iii) refuses to obey any order from the Chair, or
 - (iv) does not resume his seat when the presiding authority rises from its chair or when he is called upon to do so by the presiding authority.
- I. Any member may take objection to any offensive words.
 - II. A member who objects to offensive words should move, "that the words be taken down". If his motion is agreed to, the presiding authority shall direct that the words be taken down.
 - III. Objection to offensive words shall be taken down when the words are used and not after another member has begun to speak.
 - IV. A member whose words have been taken down shall be guilty of a breach of order.
 - V. The presiding authority may having called the attention of the Gram Panchayat, Panchayat Samiti, or Zila Parishad, as the case may be to the conduct of a member who persists in irrelevant or invidious repetition, either of his own arguments or of the arguments used by other Panch or member in debate, direct him to discontinue his speech.
 - VI. The presiding authority may direct any Panch or member, who in its opinion, is guilty of breach of order to withdrawn immediately from meeting and any member so ordered to withdrawn shall do so forth with and absent himself during the remainder of the day's meeting. If any member is so directed by the presiding authority for a second time, it may further debar the member concerned from attending one succeeding meeting of the Gram Panchayat, Panchayat Samiti, or Zila Parishad, as the case may be.

No confidence motion against Sarpanch 3[* * *] Chairman, Vice-Chairman, President, Vice-President, Section [* * *] 123.

- (10) (1) For purpose of sections 10 and 123 the concerned ¹[District Development and Panchayat Officer] and the Deputy Commissioner respectively shall be the prescribed authority.
- (2) The notice of meeting for considering motion of no confidence shall be issued at least seven days before the date fixed for the meeting, intimating the date, time and place of meeting by proclamation by beat of drum, in the sabha ²[areas] concerned and by affixing a copy same on the notice ²[boards of offices of concerned Gram Panchayat, Panchayat Samiti, or Zila Parishad] and at other conspicuous places in the village. ²[The] notice shall also be issued to all the members by registered (A.D.) post at their ordinary place of residence and also by affixing a copy of the same at the notice board of office of Block Development and Panchayat Officer, Additional Deputy Commissioner and through any other expedient manner deemed proper.
- (3) The presiding authority of the meeting, referred to in sub-rule (2), shall be ¹[District Development and Panchayat Officer], Additional Deputy Commissioner in case of Vice-Chairman, and Chairman and the Deputy Commissioner in case of vice- President and President.
- (4) The voting in the meeting shall be by the secret ballot for which the presiding authority shall make the necessary arrangements. The presiding authority shall also record the proceeding of the meeting, setting forth therein-

¹ Sub.vide Notification No. S.O.148/HA 11/94/ S.209/99, dt. 18-6-1999.

² Sub.vide Notification No.G.S.R.70/HA 11/94/ S.209/2000, dt. 19-10-2000.

³ Omitted Vide notification ibid.

- (a) the name of ¹[* * *] members who gave the requisition and the date thereof;
- (b) the dates on which the notice was issued and served under sub-rule (2);
- (c) date, time and place of the meeting;
- (d) number of votes polled against the motion;
- (e) number of votes polled in favour of motion, and
- (f) result.

(5) If within half-hour after the time appointed for the meeting, there is no quorum, the meeting shall stand dissolved and the notice shall lapse.

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| <ul style="list-style-type: none"> (11) Duties and functions of Gram Sachiv, Executive Officer of Panchayat Samiti and Chief Executive Officer or Zila Parishad shall be as follow:- (1) Duties and functions of Gram Sachiv,- In addition to the duties as specified in section 15 a Gram Sachiv shall perform the following Duties and functions:- (a) inform all panches about the date, time and place fixed for holding meeting of the Gram Sabha and Gram Panchayat in accordance with the procedure laid down in the rules; (b) negotiate with the neighbouring Gram Panchayats, Panchayat Samiti or other institutions for carrying out joint works or undertaking such as schools, hospitals, dispensaries first-aid centres, libraries, roads, water supply arrangement etc. which may be beneficial to the residents of Gram Panchayat area concerned; (c) assist in the special campaigns launched by Government for the eradication of epidemic, family planning, utilization of fertilizers, spraying of insecticides, poverty, alleviation and all other schemes launched by the Government; (d) Prepare notices in quasi judicial proceedings pending before the Gram Panchayats and to assist the Gram Panchayat; (e) Produce the records for inspection and audit when required by the Inspecting Officer, remove the defects pointed out in the audit and submit annotated copy of the audit note to the authority concerned; (f) Issue receipt for all moneys received by the Sarpanch on behalf of the Gram Panchayat under the signature of the Sarpanch and to enter the same in the cash Book and also ensure that the Gram Panchayat money is credited in the account of the Gram Panchayat in the Bank etc. and the Government dues in the treasury; (g) Deposit the old record of Gram Panchayat in the record room meant for the purpose; (h) Submit monthly reports to the Block Development and Panchayat Officer showing the amount received by the Gram Panchayat, funds deposited in the gram Panchayat account, expenditure incurred by the Gram Panchayat and the balance in hand with the Sarpanch or any other panch. (2) Duties and functions of the, Executive Officer:- In addition to the duties specified in section 74, the Executive Officer shall perform the following Duties and functions:- I. negotiate with the neighbouring Gram Panchayats, Panchayat Samiti or other institutions for carrying out joint works or undertaking such as schools, hospitals, dispensaries first-aid centres, libraries, roads, water supply arrangement etc. which may be beneficial to the residents of Gram Panchayat Samiti; II. assist in the special campaigns launched by Government for the eradication of epidemic, family planning, executing poverty, alleviation and all other schemes launched by the Government; III. Produce the records for inspection and audit when required by the Inspecting Officer, remove the defects pointed out in the audit and submit annotated copy of the audit note to the authority concerned; | <p>Duties and functions of Gram Sachiv, Executive Officer and Chief Executive Officer. Section 15, 74 and 134.</p> |
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⁴ Omitted Vide notification ibid.

- IV. Issue receipt for all moneys received by the Panchayat Samiti to enter the same in the cash Book and also ensure that the Panchayat Samiti money is credited to the account of the Panchayat Samiti in the Bank etc. and the Government dues in the treasury;
 - V. Deposit the old record to the Panchayat Samiti in the record room meant for the purpose;
 - VI. Submit monthly reports to the Chief Executive Officer showing the amount received by the Panchayat Samiti and all expenditure incurred by it;
 - VII. To maintain up to date record of Panchayat Samiti and its immovable property;
 - VIII. To submit monthly statements regarding illegal occupation and rent due to Panchayat Samiti's immovable property to Chief Executive Officer and Deputy Commissioner.
- (2) Duties and functions of the, Executive Officer:- :- In addition to the duties specified in section 134, the Chief Executive Officer shall perform the following Duties and functions:-
- I. to inform all members about the date, time and place fixed for holding meetings of the Zila Parishad or any committee in accordance with the procedure laid down in the rules;
 - II. to negotiate with the neighbouring Gram Panchayats, Panchayat Samiti or other institutions for carrying out joint works or undertaking such as schools, hospitals, dispensaries first-aid centres, libraries, roads, water supply arrangement etc. which may be beneficial to the residents of Zila Parishad area concerned;
 - III. assist in the special campaigns launched by Government for the eradication of epidemic, family planning, executing poverty, alleviation and all other schemes launched by the Government;
 - IV. notices in quasi judicial proceedings pending before the Zila Parishad and to assist the Zila Parishad;
 - V. Produce the records for inspection and audit when required by the Inspecting Officer, remove the defects pointed out in the audit and submit annotated copy of the audit note to the authority concerned;
 - VI. Deposit the old record of Zila Parishad in the record room meant for the purpose;
 - VII. To submit monthly statements regarding illegal occupation and rent due to Zila Parishad's immovable property and any report required by the Government to be submitted to Director and concerned Deputy Commissioner.
12. The Gram Panchayat shall maintain and use the following records, registers, books and forms:-
- (i) Cash Book in Form I
 - (ii) Proceedings Book in Form II
 - (iii) Inspection Books in Form III
 - (iv) Receipt Books in Form IV
 - (v) Attendance Books in Form V
 - (vi) Register showing the demand and collection of taxes, duties, cases and fees in Form VI
 - (vii) Register of court cases by and against the Gram Panchayat in Form VII
 - (viii) Application for acquisition of land in Form VIII
 - (ix) Register of fees and fine in Form IX
 - (x) Stock register of material in Form X
 - (xi) Works Register in Form XI
 - (xii) Muster Roll Register in Form XII
 - (xiii) Register of immovable property (other than shamlat deh) in Form XIII
 - (xiv) Stock Register of furniture in Form XIV
 - (xv) Library Book Register in Form XV
 - (xvi) Library issue Register in Form XVI
 - (xvii) Security deposit Register in Form XVII
 - (xviii) Stock Register of Receipt Books in Form XVIII

Records of
Gram
Panchayat.
Section 15

- (xix) Despatch Register (account of stamps also to be maintained in this register) in Form XIX
- (xx) Receipt Register in Form XX

13. An order made under section 25 shall be published in the following manner:-

Publication of orders. Section 25.

- (a) copies of the order shall be exhibited at some conspicuous places within the Sabha area;
- (b) one copy of the order shall be affixed on or near the property, if any, affected by the said order; and
- (c) one copy of the order shall be served on the person who is required to take any action in pursuance thereof:

Provided that if the order is applicable to the residents of the Sabha area in general, the publication shall be made by the beat of drum as well.

14. (1) The abadi deh map prepared under section 26 shall be published for inviting objections in the following manner:-

Preparation of abadi deh Section 26

- (a) a copy each of the map shall be kept in the offices of revenue Patwari, Gram Panchayat and Block Development and Panchayat Officer for inspection by the residents of the village;
- (b) Notice shall be displayed outside office of the patwari and Panchayat Ghar and at any other conspicuous place in the Sabha area giving the following particulars:-
 - (i) name of the Sabha area;
 - (ii) mohallas, streets, chowks and abadies in the respect village in respect of which the map has been prepared;
 - (iii) name of the person who has prepared the map;
 - (iv) places where the map can be inspected on payment of inspection fee of five rupees;
 - (v) place and the name of the sarpanch, or any other panch with whom the objection, if any, may be filed;
 - (vi) date of publication of the notice; and
 - (vii) last date for filling of objections; if any, and
- (c) Publicity to the notice shall also be given in the Sabha area by beat of drum through village chowkidar, record of which duly authenticated by village Lambardar and sarpanch shall be kept by the Gram Panchayat.

(2) As soon as the objections are considered and the map is finalized by the Gram Panchayat, a notice under sub-sections (4) of section 26 shall be displayed outside the office of the Gram Panchayat and at two other conspicuous places in the Sabha area giving the following particulars:-

- (i) name of the Sabha area;
- (ii) mohallas, streets, chowks and abadies in the respect village in respect of which the map has been prepared;
- (iii) name of the person from whom the map has been got prepared;
- (iv) date on which the map has been finalized and the places/offices from where a copy of the map can be obtained on payment of fee; and
- (v) Publicity to the notice shall also be given through village chowkidar by beat of drum, record of which duly authenticated shall be maintained by the Gram Panchayat.

(3) A copy of the map may be obtained by any person by paying a fee of one hundred rupees per copy to the Gram Panchayat or Block Panchayat or Block Development and Panchayat officer.

(4) All fees received for inspection and supply of the copies of maps shall be credited to the Gram fund.

15 If a Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, undertakes to receive from any person any property vested in him or the management of any institution or the execution or maintenances of any work or the performance of any duty within its area, it shall satisfy itself that it is free from all encumbrances so that it will not in any way be a burden on the Gram Fund, Panchayat Samiti or Zila Parishad fund, as the case may be, or involve or incur any liability.

Power of Gram Panchayat, Panchayat Samiti or Zila Parishad, to take over management of institutions. Section 36.

- 16 A Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, shall if so required by the Government subject to funds, at its disposal, give help to—
- (a) the educational institutions recognized by Government or affiliated to any University in Haryana State;
- (b) the department concerned for the buildings of hospitals or dispensaries and provision for medicines, water supply and diet and other necessities to needy patients.
- 17(1) The Panchayat Samiti concerned shall be prescribed authority for the purpose of section 38.
- (2) when a group of neighbouring Gram Panchayats combines to help in establishing a school, hospital, or Ayurvedic or Unani dispensary, a joint committee shall be formed.
- 18(1) Any person aggrieved by an order or by any resolution of a Gram Panchayat, other than one relating to judicial functions of the Gram Panchayat, may prefer an application to the District Development and Panchayat Officer or Sub-Divisional Officer (Civil) within 30 days of the order or the resolution, setting forth concisely the grounds of objection to the order or resolution, as the case may be, together with a certified copy of the order or resolution:
- Provided that the District Development and Panchayat Officer or Sub-Divisional Officer (Civil), as the case may be, may delay in preferring the application for sufficient reasons.
- (2) On receipt of the application in accordance with sub-rule(1), the District Development and Panchayat Officer or Sub-Divisional Officer (Civil), as the case may be, shall appoint time and place for hearing of the application.
- (3) The District Development and Panchayat Officer or Sub-Divisional Officer (Civil), as the case may be, shall give reasonable opportunity to the Gram Panchayat concerned to explain the view point of the Gram Panchayat on the date, time and place fixed for hearing of the application before suspending the execution of any resolution or order in dispute or before prohibiting the doing of any act which is about to be done or is being done by the Gram Panchayat:
- Provided that nothing in this rule shall be constructed to curtail the power of the District Development and Panchayat Officer or Sub-Divisional Officer (Civil), as the case may be, when the acts suo motu fall under section 47.
- 19(1) Any person who is a voter of Gram Panchayat, Panchayat Samiti or Zila parishad area, may after making an application in writing and with the permission of the Sarpanch, Chairman or president, as the case may be, inspect the non-judicial records of Gram Panchayat, Panchayat Samiti or Zila parishad, after making a payment of Rs. 25, 50 or 100 respectively on each occasion.
- (2) The sarpanch, Chairman or president, as the case may be, shall on the application of any part, to any proceeding, allow inspection of the record to the said part or its duly recognized agent on payment of fee at the rate laid down in sub-rule (1) on each occasion.
- (3) The sarpanch, Executive Officer or Chief Executive Officer shall, on the application in writing of any voter or any resident of area concerned, supply him with a copy of the relevant non-judicial record or entry in the register or any portion thereof on a payment of a fee of rupee five page or part thereof.
- (4) The sarpanch, Executive Officer or Chief Executive Officer shall, on the application of any party to proceedings, supply him with a copy of the relevant record or entry in the register or any portion thereof on payment of a fee of rupees five page or part thereof.
- (5) The said copy shall be signed by sarpanch, Executive Officer or Chief Executive Officer, as the case may be.
- (6) The provisions of section 76 of the Indian Evidence Act, 1872 shall apply, in so far as they are applicable, to all public documents in the custody of Gram Panchayat, Panchayat Samiti or Zila parishad.
- 20(1) No movable property shall be purchased, sold or transferred by a Gram Panchayat, Panchayat Samiti or Zila parishad without a prior resolution of Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be:
- Provided that the sarpanch may in an emergent case purchase or sell movable property of a value not exceeding Rs. 500:

Help in maintenance and improvement of schools, hospitals and dispensaries section 37.

Establishment of primary schools, hospital or dispensaries or a group of

Power to suspend action of gram Panchayat section 47.

Access to records of Gram Panchayat, Panchayat Samiti or Zila Parishad section 46

Acquisition and transfer of property by Gram Panchayat, Panchayat Samiti or Zila parishad. Section 206 and 207

Provided further that all transactions relating to movable property shall be reported to the Gram Panchayat at its next meeting for its approval.

- (2) All contracts by or on behalf of the Gram Panchayat, Panchayat Samiti or Zila parishad, shall be entered into in the name of Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be, and all documents executed in this connection shall be signed by the sarpanch and Block Development and Panchayat Officer in the case of Gram Panchayat, Chairman and Executive Officer in case of the Panchayat Samiti and president and Chief Executive Officer in case of Zila Parishad, as the case may be, after obtaining the prior approval a Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be.

21(1)(a) A Panchayat Samiti may lease out any property or public places.

(b) A Zila Parishad may lease out immovable property subject to the provisions contained in section 144.

(c) All leases shall be by open auction after giving publicity as laid down in sub-rule (3) and shall be for a period not exceeding three years:

Provided that the possession of the property so leased out shall be delivered only after execution of lease deed duly between the parties. The lease deed shall be signed by Chairman and Executive Officer or President and Chief Executive Officer, as the case may be:

Provided further that if in any case the last bid is less than that at the next proceeding auction, the bid shall be accepted after approval of the same by the Zila Parishad in case of Panchayat Samiti and that of Director in case of Zila Parishad.

Sale, lease and other alienation of property or public place by Panchayat Samiti or Zila Parishad. Section 144, 206 and 207.

(2) (a) A Panchayat Samiti or Zila Parishad shall not ordinarily sell any property or public place belonging to vested in or managed by it, if it can be leased out or profitably maintained.

(b) All sales shall be by auction after giving wide publicity as laid down in sub-rule(3).

(3) When any property or public place is to be sold or given on lease, the Panchayat Samiti or Zila Parishad, as the case may be, shall publicise an auction notice in atleast one regional language newspaper and by displaying the auction notice at conspicuous places in the Panchayat Samiti or Zila Parishad area and on the notice boards of offices of the Zila Parishad, Panchayat Samitis and in such other manner as may be considered useful by the Chairman or President, as the case may be.

(4) If, a Panchayat Samiti proposes to dispose of any property or public place in any manner otherwise than be way of lease, it shall obtain the previous sanction of the Government.

(5) The Government shall not accord sanction for the sale, lease or other disposition of the property or public place, under this rule is such sale, lease or other deposition is not in the interest of the Panchayat Samiti or Zila Parishad, as the case may be, or causes inconvenience to the public.

22 The provisions of sections 60 and 121 shall mutatis mutandis apply for election of Chairman and president during suspension of any chairman and president under sub- section (1) of section 64 and sub-section (1) of section 160 respectively.

Suspension of Chairman and President. Section 64 and 160.

Explanation:- The person elected under this rule shall hold office only during suspension period.

23(1) The Deputy Commissioner concerned shall be the authority empowered by the Government to direct the president, Vice-President or a Member, as the case may be, by order in writing, to forthwith hand over the charge of his office and all papers or property, of the Zila Parishad, if any, in his possession as such to the new president, Vice-president or a member under sub- section (2) of section 125.

Refusal to hand over charge.

(2) under sub- section (3) of section 125 the city Magistrate shall be authorized to issue a search warrant.

Suit by or
against Gram
Panchayat,
Panchayat
Samiti or Zila
parishad.
Section 205.

- (3) Cognizance of an offence punishable under sub-section (4) of section 125 shall not be taken, save on a complaint made by the Chief Executive Officer concerned.
- 24(1) A Gram Panchayat, Panchayat Samiti or Zila parishad, shall be a resolution to be recorded in the proceeding book appoint its sarpanch, Chairman or President or any panch or member, as the case may be, or any of its officers to contest any suit filed by or against the Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be. The person so appointed shall file a copy of the said resolution duly attested by the Sarpanch Executive Officer or Chief Executive Officer, as the case may be, under the seal of the Gram Panchayat, Panchayat Samiti or Zila parishad as the case may be in the court along with other documents.
- (2) The actual expenditure incurred in institutions or defence of the suit shall be chargeable to the fund of the Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be.
- (3) When any such suit is decided at any stage, the person so authorized shall without any avoidable delay, in writing inform the Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be.
- (4) The counsel contesting the suit for and on behalf of the Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be, shall without avoidable delay, send a report to the concerned Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be, about the decision of the suit at any stage and his opinion about further course of action to be taken to defend the overall interest of Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be.
- (5) The person so appointed shall not be competent to compound or admit claim of the party suing the Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be, without prior authorization by the Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be, by a resolution in writing passed in a meeting specifically called for the purpose by a majority of not less than 2/3rd of its Panches or members, as the case may be.
- (6) If any decree or order is passed by the court as a result of fraud, misrepresentation, concealment of facts, collusion with the other party or lack of proper pairvi, the Sarpanch, Chairman or President, Panch members or officer so authorized as the case may be, shall be personally liable for the loss caused to the Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be.
- 25(1)(i) Subject to the prior approval of the Panchayat Samiti and, to the availability of the funds in the budget, a Gram Panchayat may, by a resolution, passed by ¾ majority of its panches, prepare a list of employee required by it and shall also decide salary and allowances to be paid to them and the duties to be assigned to each of them:
Provided that the salary and allowances of employees appointed under this rule shall not exceed to that as admissible to their counterparts in Government service:
Provided further that the terms and conditions of appointment and service rule shall not be got approved by the government.
- (ii) No person shall be employed by the Gram Panchayat if he is a near relative of Sarpanch or any of its panches or he has been convicted of any offence involving moral turpitude.
- Explanation -- For the purpose of this clause, the expression 'near relative' shall mean son, daughter, grandson, grand daughter, husband, wife, brother, sister, father, mother, grand mother, wife's brother, wife's sister, wife's father, wife's mother, husband's mother, husband's sister, son-in-law and daughter-in-law.
- (iii) No employee of the Gram Panchayat shall be retained in service after he has attained the age of 58 years.
- (2) A Gram Panchayat may for good and sufficient reasons impose the following on its employees:-

- (i) Census;
- (ii) Recovery of whole or part of any pecuniary loss caused to the Gram Panchayat by negligence or breach of order of the Gram Panchayat;
- (iii) Removal or dismissal from service;

Provided that before imposing any penalty the employee shall be informed of the specific charge(s) against him and shall be given a reasonable opportunity to explain his position or produce any evidence. In case the reply to charge(s) is found to be unsatisfactory an enquiry shall be got conducted following the procedure laid down in Haryana Civil Services (punishment and Appeal) Rules 1987.

- (3) Any employee who has been punished under sub-rule(2), may prefer an appeal within 30 days of communication of the order of punishment to the employee, to the Panchayat Samiti, whose decision shall be final.
- (4) The services of any employee of a Gram Panchayat can be terminated by giving him one month's notice or in lieu thereof one month's pay or pay for the period by which the notice falls short of one month.
- 26(1) For purpose of section 44 the concerned District Development and Panchayat Officer shall be the prescribed authority.
- (2) For purpose of clause (O) and (p) of sub-section(1) section 175 the Deputy Commissioner concerned shall be the prescribed authority in cases of Sarpanch ¹[* * *] and panch and in case of Chairman, Vice-Chairman member, president and Vice- President, the Government shall be the prescribed authority.
- 27(1) If a committee constituted under section 22 wants to appoint a member of farmers clubs, mahila mandals, yuvak mandals and other similar bodies as a member of the committee, it shall pass a resolution to that effect and request the concerned body by sending a copy of the said resolution to the concerned body, Similarly the production Committee, through a resolution duly passed by it, shall request the concerned societies to sponsor the name of a representative of co-operative societies in the Panchayat areas to be appointed in the Production Committee. On receipt of such name he shall be appointed as a representative of co-operative societies in the Panchayat areas in the Production Committee.
- (2) Gram Sachiv shall be ex-officio secretary of each Committee constituted by the Gram Panchayat.
- (3) The Gram Panchayat, Panchayat Samiti or Zila parishad, shall appoint members of Committee by a resolution in writing.
- (4) Gram Panchayat, Panchayat Samiti or Zila parishad, shall decide the terms of the office of each committee and shall assign function, duty and extent thereof to it.
- (5) The proceeding of each committee shall be recorded in a separate proceeding book kept for the purpose by the Secretary concerned and each member shall put down/ affix his signature/ thumb impression therein at the end of meeting of such committee.
- (6) The Gram Panchayat, Panchayat Samiti or Zila parishad, shall have a right to retire a member and to appoint a new member in his place on a reasonable ground.
- (7) The member shall be appointed by virtue of their qualifications, experience, social service and special knowledge on particular subject.
- (8) A person may be a member of more than committee and sub-committees.
- (9) All members shall have a right of vote. The decisions shall be taken by majority of vote and the Chairperson of the committee shall have a casting vote in case of equality of votes.
- (10) If at any meeting of committee, Chairperson is absent the members person shall elect one of the members to be the chairperson of such meeting.
- (11) A Committee shall perform such functions, as may be assigned to it under the Act or by Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be.

Prescribed authority sections 44 and 175

Procedure regarding committee section 22, 83 to 85, 139 and 140

¹ Omitted vide Notification No. G.S.R. 70/HA 11/94/S.209/2000, dt 19-10-2000.

- (12) Each committee shall meet at least once a month.
- (13) All the records of any committee shall be a part of record of concerned Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be.
- (14) Each committee, at any level, shall be empowered to require attendance at its meeting of any official/officer who is concerned with the work of committee.
- (15) The Secretary of the committee shall issue notices of the meeting under the instructions of the committee and ensure that the notices are served upon the members of the committee and official/officer concerned.
- (16) The Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be, call for proceedings, of any committee and may for sufficient reasons to be recorded revise any decision of that committee or sub-committee, as the case may be.
- (17) Each committee shall submit the detailed report of its functions to the Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be, and Gram Panchayat, Panchayat Samiti or Zila parishad, as the case may be, shall take final decisions on it, in its meeting.
- (18) The rights and liabilities of the appointed members shall be similar to those of other member of the concerned committee or sub-committee, as the case may be.
- (19) The provisions of this rule shall mutatis mutandis apply to local committee constituted under section 22.
- ¹[(20) Amenities sub-committee in respect of public works shall consist of one woman panch, one panch representing the area comprising the site of public work to be undertaken and two residents of the concerned locality. In case of public work relating to school the headmaster of the concerned school and in case of chaupal, the representative of the concerned committee shall be a member of the Amenities sub-committee. The Junior Engineer, Sub-Divisional Officer and Executive Engineer, as the case may be, shall be technical member of the committee undertaking works upto Rs. 1,25,000, Rs.3,00,000 and Rs. 5,00,000 respectively.
- (21) After completion of the work majority of the members, including technical member and Sarpanch of the Amenities sub-committee, referred to in preceding sub-rule(20), shall certify the completion in writing.]
- 28(1) The report, required by sub-section(1) of section 20, shall contain the complete details and description, including the amount of expenditure work-wise, source of income and list of functionaries, regarding the work done during the previous year and the work proposed to be done during the following year and shall be submitted to the Block Development and Panchayat Officer and the Panchayat Samiti concerned by the end of February next following in connection with the work proposed to be done during the following year.
- (2) The reports prepared under sub-rule (1) and sub-section(2) of section 20 shall be published by affixation on the notice board of the Gram Panchayat and on the conspicuous places within the territorial jurisdiction of the Gram Panchayat and also on the notice board of Panchayat Samiti and Zila Parishad.
- (3) For purposes of section 20 the concerned Block Development and Panchayat Officer shall be the prescribed authority.
29. The Government or any other officer appointed in the behalf may inspect works or development schemes under the control of Parishad and also the relevant records pertaining to such works or development schemes on any day.
30. All the record including registers and books, maintained by a Gram Panchayat, Panchayat Samiti or Zila parishad shall be kept by the concerned body for five years after which it shall be consigned to the

Report on work of Gram Panchayat. Section 20.

Technical Supervision and Inspection. Section 156.

Technical Supervision and Inspection. Section 156.

¹ Added vide Notification No. G.S.R. 37/HA11/94/S.209/2000 dt 13-7-2000.

general record room of the District Officer incharge of the Panchayat at the district headquarter, for being preserved in perpetuity except the record destroyable which shall be destroyed in accordance with the Destruction of Records Act, 1917.

Provided that if for any reason audit for these bodies has not been carried out or audit objections relating thereto have not been met with such record shall be consigned within one month after such objections have been met with.

Power to take
over
management
land section
50

- 31 The management of the land taken taken over under sub-section (1) of section 50 shall be done in the best interest of the inhabitants of the Sabha area. The person managing the land under this rule shall exercise same powers as those vested in the Gram Panchayat.
- 32 The Punjab Panchayat Samiti and Zila Parishad Chairman and Vice-Chairman (Election) Rules, 1961, the Punjab Panchayat Samitis (co-option of Members) Rule, 1961, the Punjab Panchayat Samiti and Zila Parishad (sale, lease and other alienation of property and public places) Rules, 1964, the Punjab Panchayat Samiti and Zila Parishads (Conduct of proceedings) Rules, 1961, the Punjab Panchayat Samiti (Vacation of office by Chairman and Vice-Chairman) Rules, 1963 and the Punjab Panchayat Samiti and Zila Parishads (suits) Rules, 1963 and the Punjab Gram Panchayat Rules, 1965 in their application to the State of Haryana and the Haryana Gram Panchayat (Co-option women panches) Rules, 1971 and the Haryana Panchayat samitis (Primary Members) Election Rules, 1981, are hereby repealed:

Provided that anything done or any action taken under the rules so repealed shall be deemed to have been done or taken under the corresponding provisions of these rules to the extent it is not inconsistent with these rules.

FORM I
(See rule 12)
CASH BOOK

YEAR _____

Gram Panchayat _____ Block _____ Tehsil _____ District _____

RECEIPTS

**Income to be into
Government Treasury**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Serial No.	Date	Name of the person making the payment	Courtfee	Copying fee	Process fees	Fines	Total	Compensation	Amount deposited as expenses of witness	Taxes	Voluntary contribution	Grant from Government or local Bodies	Other receipts	No. and date of receipt	Grand total	Signature of Sarpanch

PAYMENTS

18	19	20	21	22	23	24	25	26	27	28	29
Serial No.	Date	Name of the payee	Name of Payment	Amount transferred to Government	Treasury	Compensation	Amount paid to witness as expenses	Other expenditure	Signature or Thumb impression of payee	Total	Signature of Sarpanch

Notes:-

- (1) Every entry must be signed by the Sarpanch.
- (ii) In the case of money transferred to the Government Treasury, the money orders coupons or the receipted copies of the challans should be pasted in the columns (26) "Signature or thumb impression of payee".
- (iii) At the end of every month the total income and expenditure of the month should be calculated and the balance struck. In column 29 for 'balance' details of the amount in hand with the Sarpanch and the amount deposited in the Saving Bank, etc., should be given.

FORM II
(See rule12)

Proceeding Book Gram Panchayat ofBlock.....Tehsil.....
.....District.....

1	2	3
Date	Name of Panches Present	Business transacted

Signature of the Sarpanch
And other Panches present

FORM III

(See Rule 12)

INSPECTION BOOK

Gram Panchayat.....

Tehsil.....Block.....District.....

1	2	3	4	5
Serial No.	Date of inspection	Name and designation of the person making the inspection	Note of inspection with the signature of the person recording it	Action taken by the Gram Panchayat to remove the defects, if any

FORM IV
(See rule 12)
RECEIPT BOOK

- (1) Name of Gram Panchayat.....
Civil Suit
- (2) Serial No. of.....
Criminal Case
- (3) Date of Payment
- (4) Name of payer.....

		Amount Paid	
		Rs.	P.
(1) Fees	:		
(2) Fines	:		
(3) Taxes	:		
(4) Compensation	:		
(5) Voluntary contributions	:		
(6) Grants from Government or local bodies	:		
Total :		_____	

Signature of Sarpanch

FORM IV
(See rule 12)
RECEIPT BOOK

- (1) Name of Gram Panchayat.....
Civil Suit
- (2) Serial No. of.....
Criminal Case
- (3) Date of Payment
- (4) Name of payer.....

		Amount Paid	
		Rs.	P.
(1) Fees	:		
(2) Fines	:		
(3) Taxes	:		
(4) Compensation	:		
(5) Voluntary contributions	:		
(6) Grants from Government or local bodies	:		
Total :		_____	

Signature of Sarpanch

FORM V
(See rule 12)

Attendance Register

Gram Panchayat.....Block.....District.....

Serial No.	Date of meeting	Description of Meeting	Name of Sarpanch
			Initial or thumb impression

Name of Panch	Name of Panch	Name of Panch	Name of Panch
Initial or thumb Impression	Initial or thumb impression	Initial or thumb impression	Initial or thumb impression

FORM VI

(See rule 12)

Register of Demand and Collection of Taxes, Duties, Cesses and Fees

Gram Panchayat..... Block.....Tehsil.....

District.....

1	2	3	4	5	6	7	8	9	10	11	12	13
Serial No.	Name and Parentage etc. of the assesses	Nature of Tax	Balance of last Year	Amount assessed	Remission of Tax	No. and date of resolution remitting the tax	Total amount to be paid Realized	Result of appeal, if any	Amount collected	Date of collection with receipt No.	Balance at the end of the year	Remarks
			Rs P.	Rs P.	Rs.P			Rs.P.	Rs.P		Rs.P.	

FORM VII

(See rule)

Register of Court Cases

Name of Applicant and description of plaintiff/ applicant	Name and description of respondent/ Defendant	Details of matter involved in case	Area of land, if involved	Date of Institution	Name of the court and case number	Date of Decision	Brief description of judgment/order
1	2	3	4	5	6	7	8

Date of Application for certified copy	Date of delivery of certified copy	Appeal filled by whom	Revision with date	Review Decision with date	High court with date	Final position	Remarks if any
9	10	11		12		13	14

FORM VIII
(See rule 12)

Application for Land Acquisition

Name of Gram Panchayat _____ Block _____ Tehsil _____

District _____

Description of land	Purpose of acquisition	Whether Private negotiations To purchase the land were Made and have failed
1	2	3

Signature of Sarpanch

FORM IX
(See rule 12)

Register of Fees and Fines

Gram Panchayat _____ Block _____ Tehsil _____ District _____

Fee paid/ Fine imposed					Amount recovered		
Serial No.	Case Number	Name of acc-Used	Amount	date	Number of receipt	Amount	Date
1	2	3	4	5	6	7	8

Rs. Rs.

Serial Number of General cash book Challans	Amount	Number and of Treasury	Initial of Sarpanch	Remarks
9	10	11	12	13

Rs. Amount Credited

FORM X
(See rule 12)

STOCK REGISTER OF MATERIAL

Gram Panchayat _____ Tehsil _____ District _____

Block _____

Description of Material

Date	Opening	Number or Quantity of articles	Total	To Whom issued	Number or quantity of articles	Balance	Signature of the person in acknowledgment Of his having received the articles	Remarks
1	2	3	4	5	6	7	8	9

FORM XI
(See rule 12)

WORKS REGISTER

Name of Block

Name of village

Name of work

Amount of Administrative approval

Amount of Technical sanction

Sr. No.	Date	Particulars of item	Reference to stock register	Quantity	Value	Total	Signature	Remarks
1	2	3	4	5	6	7	8	9

FORM XII
(See rule 12)

REGISTER OF MUSTER ROLL

Serial No.	Name of Gram Panchayat and person incharge of work	Date of issue	Date of return	Remarks
(i)	(ii)	(iii)	(iv)	(v)

FORM XIII
(See rule 12)

Register of Immovable Property (other than Shamlat Deh)

Gram Panchayat _____ Block _____ District _____

1. Serial No.
2. Particulars and location of the property (Plinth area of accommodation available in the building and other such information)
3. Name and address of previous owner
4. How acquired or purchased (by gift, sale, transfer or otherwise with date of transaction)
5. Purpose for which acquired, purchased or gifted
6. Cost price Rs. Paise
7. No. and date of Gram Panchayat resolution and approval by the Competent Authority
8. How disposed of or utilized with authority and date of disposal or sale, if any
9. No. and date of Gram Panchayat resolution about disposal or utilization of the building
10. Sale price, if any
11. Remarks (Name and address of the person, body or institution to whom the property is sold and other such information)
12. Signature of the Sarpanch.

FORM XIV
(See rule 12)

STOCK REGISTER OF FURNITURE AND OTHER ARTICLES

Gram Panchayat _____ Block _____ Tehsil _____ District _____

Sr. No.	Particulars (if any) and description of articles	Date and Cost of purchase of articles	Signature of Sarpanch when entry is made in the register	Condition on 1 st April, 19	Manner and other particulars of final disposal of the article and date of disposal with date of its removal from the record	Particulars of authority authorizing disposal	Signature of Sarpanch when the articles struck off the register	Remarks
---------	--	---------------------------------------	--	--	---	---	---	---------

FORM XV
(See rule 12)

Stock Register of library Books

Gram Panchayat _____ Block _____ Tehsil _____ District _____

Serial No.	Name of the Book	No. of volumes	Author publisher	Price per Copy	Date of receipt or purchases	Remarks
------------	------------------	----------------	------------------	----------------	------------------------------	---------

FORM XVI
(See rule 12)

Issue Register of library Books

Gram Panchayat _____ Block _____ Tehsil _____ District _____

Date Of Issue	Name of book, its script and The serial No. of the Stock register	Name and address of the person to whom issued	Signature of the person to whom issued	Date on which received back	Initial of the Sarpanch	Remarks
---------------	---	---	--	-----------------------------	-------------------------	---------

FORM XVI
(See rule 12)

Issue Register of library Books

Gram Panchayat _____ Block _____ Tehsil _____ District _____

Serial No.	Number and date of order Under which Deposited	Date of deposit	Name of depositor	Purpose of deposit	Amount deposited	Signature of Sarpanch
1	2	3	4	5	6	7

Rs. P.

Number and date of order sanctioning return or lapse of deposit	Date of return or lapse	Name of payee	Amount paid	Balance	Signature of payee	Remarks
8	9	10	11	12	13	14

Rs. P.

FORM XVI
(See rule 12)

Register of Receipts Books

Gram Panchayat _____ Block _____ Tehsil _____ District _____

Receipt				Issue			
1	2	3	4	5	6	7	8
Date	Total Number Of books received	Serial number Of books	Number of forms in the book referred to in column 3	Signature of Sarpanch	Date	Serial number of book removed from stock	Signature of Sarpanch

FORM XX
(See rule 12)

**DESPATCH REGISTER (ACCOUNT OF STAMPS ALSO TO BE MAINTAINED
IN THIS REGISTERED)**

Gram Panchayat _____ Block _____ Tehsil _____ District _____

Issue No.	Date	To whom sent	Subject	Amount of stamp utilized	Balance of amount of Stamps
1	2	3	4	5	6

FORM XX
(See rule 12)

RECEIPT REGISTER

Gram Panchayat _____ Block _____ Tehsil _____ District _____

Serial No.	From whom	No. and date of letter	Subject	Brief description of the Action taken
1	2	3	4	5

M.D. ASTHANA,
Financial Commissioner and Secretary to Government, Haryana,
Development and Panchayats Department.